

## Supplementary Information

|                     |   |
|---------------------|---|
| <b>Post title</b>   | Health & Housing Needs Manager                |
| <b>Post number</b>  | 39-1617                                       |
| <b>Directorate</b>  | Housing and Area Management                   |
| <b>Closing date</b> | 12 noon on Friday 24 <sup>th</sup> March 2017 |

### 1. Salary

Your salary will be Band 10 of the National Joint Negotiating committee for Chief Officers of local authority, as adjusted and amended by South Tyneside Homes. You will be paid monthly on the last Friday of each month.

### 2. Pension

As an employee of South Tyneside Homes, you are eligible to contribute to the Local Government Pension Scheme (LGPS), administered on behalf of the Authority by the Tyne and Wear Pension Fund. The LGPS is a contributory pension scheme, which requires individual employees to contribute a percentage of their earnings. Your contribution rate depends on how much you are paid but it will be between 5.5 and 7.5% of your pensionable pay. The rate you pay depends on which pay band you fall into. Membership of the LGPS is automatic for all permanent employees with effect from their date of appointment.

### 3. Medical clearance

Your appointment is subject to pre-employment medical clearance. If you are successful at interview you will be issued with a medical questionnaire that must be completed and returned before your appointment can be confirmed.

### 4. Annual leave

Your annual leave entitlement is 28 days. The annual leave year is from birth month. If you begin your employment during the year you will be entitled to a proportion of the annual leave entitlement.

## 5. Notice periods

The period of notice that you must give South Tyneside Homes, and the Company must give you, depends upon your position and the grade for your post.

The minimum period of notice you must give the Company is:

|                                |                |
|--------------------------------|----------------|
| Job title:                     | Notice period: |
| Health & Housing Needs Manager | one month      |

## 6. Probation

Unless you are transferring from another Local Authority you will be required to complete a 6 month probationary period.

## 7. Sickness

Entitlement to sickness allowance is:

|  |  |
|--|--|
| During 1 <sup>st</sup> year of service | 1 month full pay and (after completing 4 months service) 2 months half pay |
| During 2 <sup>nd</sup> year of service | 2 months full pay and 2 months half pay                                    |
| During 3 <sup>rd</sup> year of service | 4 months full pay and 4 months half pay                                    |
| During 4 <sup>th</sup> year of service | 5 months full pay and 5 months half pay                                    |
| After 5 years service                  | 6 months full pay and 6 months half pay                                    |

## 8. Training

South Tyneside Homes has a positive policy towards identifying and meeting the training needs of all its employees. Accordingly, it is a condition of employment that staff are prepared to participate in any training courses which are felt to be appropriate to their needs. Most training needs will be met within the organisation however you may be required to attend job related short courses.

## 9. Working hours

Your working week will be one of 37 hours. Flexible working scheme is in operation should you wish to join.

## 10. Travelling expenses

If you are invited for an interview, travelling expenses are payable based on public transport rates and/or standard rail fare.

## **11. Terms and conditions**

Your terms and conditions of employment are those laid down by the National Joint Negotiating Committee for Chief Officers of local authority as adjusted and amended by South Tyneside Homes.

## **12. Smoking Policy**

South Tyneside Homes operates a smoking policy.

## **13. Criminal Records Bureau**

For posts which have responsibilities for children or vulnerable groups, you will be required to apply for a standard or enhanced disclosure from the Criminal Records Bureau. If successful you will be informed of the level of disclosure you require by the employing Directorate.

Please note – a criminal record will not necessarily prevent you from obtaining a position.

## **14. Job share**

## **15. General**

Application forms will not be acknowledged. If you do not hear from us within 6 weeks of the closing date you can presume that your application has been unsuccessful. Should this be the case, we would like to thank you for the interest you have shown in the post.